

COMOMAGINST 5200.2M  
N1  
16 Jan 03

COMOMAG INSTRUCTION 5200.2M

Subj: AUTHORITY FOR SIGNING OFFICIAL CORRESPONDENCE BY DIRECTION OR  
AS ACTING COMMANDER

Ref: (a) SECNAVINST 5216.5D  
(b) U.S. Navy Regulations, 1990

1. Purpose. To promulgate authority for signing official correspondence "by direction" or as "acting" for Commander, Mobile Mine Assembly Group per references (a) and (b).

2. Cancellation. COMOMAGINST 5200.2L.

3. Discussion. Per reference (a), the Commander or person acting in the position must personally sign documents that:

a. Establish policy.

b. Causes changes to the command's mission and are addressed to higher authority.

c. Deal with certain aspects of military justice. In this case, others may sign only if a staff legal officer first finds that the Commander's signature is not required.

d. Are required by law or regulation.

4. Authority. Per references (a) and (b), the Commander, Mobile Mine Assembly Group authorizes personnel filling the following billets to sign correspondence by direction or acting as indicated below:

<u>BILLET</u>	<u>NOTES</u>
Chief Staff Officer	1, 2, 3
Administrative Officer	2
Operations Officer	2
Supply Officer	2
Plans and Requirements Officer	2
AIS/ADP Officer	2
Administrative Department LCPO	2

NOTES:

1. Authorized to sign official correspondence in the absence of the Commander as "acting" Commander.

2. Authorized to sign official correspondence "by direction."

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3. The Chief Staff Officer signs notices of a routine nature that do not establish policy. The Chief Staff Officer is authorized to sign the COMOMAG 1301 Notice, which is the Primary and Collateral Duty Assignments notice.

5. Action

a. "By direction" authority:

(1) Extends only to matters of a routine nature under the cognizance of the respective department.

(2) Will not establish new policy or alter existing policy.

(3) Is not otherwise restricted by law requiring the signature of the Commander.

b. Personnel authorized to sign official correspondence "by direction" or "acting" will be thoroughly familiar with the contents of this instruction and references (a) and (b). If any doubt exists concerning either "by direction" or "acting" signature authority, the Chief Staff Officer or Commander will be contacted for a determination.

/s/  
T. W. AUBERRY

Distribution:  
COMOMAGINST 5216.1T  
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